Creating A Calendar View Entry Point

1. Log into **Administration**.

2. Click on the**House** Icon. 

3. Open the **Web Folder,** and select the**Entry Points** icon.



4. Highlight the **Entry Point Group** by clicking on it.



5. Right-click in the **Entry Point** area and hover over **New**, then **Agile List** option, and select **Event/Show.**



6. You should now be in the**Entry Point: New** pop-up. Fill out the following in the **General** tab:



A. Enter the **Name** of the Entry Point (Note: this name will appear on your ticketing page).

B. You can house this entry point in a **Display Group** by clicking a display group from the drop-down menu, or you can create a new display group by clicking the ellipsis button . The name of the Display Group will appear as the title of a drop-down list in your navigation bar.

C. Enter a**Passcode** that will only allow users with the passcode to access this entry point.

D. Enter your **Display Sequence**.

E. In the **Display Type,** select **Calendar**.

F. In **Date Offsets**, you can set a specific range of time for events/shows to appear online. Anything outside of those dates will not appear. We suggest a 12-month Calendar view.

G. If you have a specific date when you want your events/shows to be displayed, you can check the box next to **Specify Start Date**and the enter in that date.

H. Un-check **Enabled** if the Entry Point should no longer be active, and un-check **Include In Navigation Links** if the Entry Point should not appear in the navigation bar on your website.

I. The **URL** generates after **Apply** is clicked.

7. The **List Details** tab gives you control over what pieces of information are listed about each item. Check each box to make a particular piece of information visible to customers. Filters allow the customer to sort the listings online by Custom Property [(click here to learn more about Custom Properties)](https://support.agiletix.com/hc/en-us/articles/205012010-Creating-Custom-Properties). To enable these, select the filter(s) needed from the drop-down menu and click the green plus icon.



8. The **Organizations** tab determines which sales folder(s) appear in the list online. (Note: this may need to be updated yearly.)



9. The **Web Feed** tab provides the XML Feed for your organization's website if you choose to use XML Feeds instead of Agile pages. This will be automatically generated when **Apply** is clicked.



10. The **Notes** tab is for internal use only. We recommend adding details here about how this URL is being used.

